

Job Title: ENGINEERING TECH V - PLANNING & SERVICES CHIEF - IPR#46334

Agency : Department of Transportation

Closing Date/Time: 04/05/2023

Salary: \$5,120 - \$9,155 Monthly

Job Type: Salaried Full Time

County: Edgar

Number of Vacancies: 1

Plan/BU: NR916 - Protech Teamsters

***This position is covered by the Revolving Door Prohibition Policy.**

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the **SuccessFactors employee career portal.**

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Planning and Services Chief.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is accountable for long-range urbanized area transportation planning, maintaining data on the physical characteristics of the highway system, traffic counting and forecasting, compilation of transportation needs and sufficiency studies, site impact studies, and traffic congestion management studies.

Subordinate Personnel: Direct – 2 Technical; Indirect – 4-5 Technical; Seasonal – 4-6

Urbanized Area Transportation Studies Coordinated: 3

Annual Operating Budget for this Section: \$300,000

Scope of Planning Data Maintained: 16,070 miles of road, 3728 bridges, 664 R.R. crossings, 7 counties, 77 municipalities, 5 urban areas, 3 urbanized areas

This position reports to the Programming Engineer. Reporting to this position are the Systems Inventory Chief and Traffic Studies Chief.

This position provides the district, central bureaus, and many local agencies with the data base necessary for developing long-range transportation plans and short-range improvement programs, coordinates all federally mandated urbanized area transportation planning activities of three urbanized areas to maintain their eligibility for federal transportation funding, produces reports on the condition of transportation facilities such as sufficiency, traffic capacity, and site impact studies on which programming decisions are based. This position is unique in that it is the primary liaison between the district and local agencies regional planning commissions regarding all facets of comprehensive transportation planning.

Typical problems include utilizing limited staffing to maintain the extensive data base required for planning and programming decisions. The greatest challenge for this position lies in performing the necessary work and securing the cooperation of local governments and other federal and state agencies in maintaining certification from the United States Department of Transportation to keep three urbanized areas eligible for all federal funds for transportation planning, construction, and capital expenditures.

(Job Responsibilities continued)

The incumbent plans, coordinates, and directs all activities of the district Systems and Planning Services unit. She/he participates in specific task groups for accomplishment of special studies such as site impact, pavement sufficiency, and Federal Transportation and Needs studies. The incumbent represents the district on the technical committees of three urbanized area transportation studies, cooperates with local officials in the functional classification and national highway system designation of highways and streets, provides data for computerized traffic models and traffic congestion management, provides data used in the development of long-range transportation plans, and recommends projects to the Programming Engineer for inclusion in the district's multi-year highway improvement program. The incumbent supervises the collection of data, the processing of data into a usable form, and participates in the development of long-range transportation plans.

This position accomplishes its accountabilities through the following staff:

Systems Inventory Chief – who, with a staff, organizes and supervises the Illinois Road Inventory System (IRIS) functions of collecting, compiling, and reporting of data for maintaining a complete inventory on the physical characteristics of transportation facilities and provides maps and special reports.

Traffic Studies Chief – who, with a staff and consultant personnel, organizes and supervises the collection of traffic data and forecasts future traffic for design, study, and planning purposes.

This position organizes work schedules and procedures within established policies and federal and state regulations. Typical problems referred to supervisors include work requiring extraordinary utilization of resources and decisions regarding the actual funding of projects and special studies. This position approves travel, ordinary purchases, and travel expenses within budgetary limits. She/he develops the budget and performs inventory for district Program Development bureau. She/he has the authority to make decisions regarding data to be collected, work procedures, and methodology to be used in developing long-range transportation plans.

(Job Responsibilities continued)

The incumbent has frequent contacts with the public, land developers, elected officials (both city and county), local planning and engineering agencies, and news media, concerning all modes of transportation, long-range planning, traffic forecasts, systems capacity studies, traffic signal data studies, functional classification of highways, and national highway system designation. Significant district contacts include the Regional Engineer; principal central office contacts are with the Office of Planning and Programming. This position is a voting member of three urbanized area technical committees. The position requires district wide travel.

The incumbent is responsible for compliance with the provisions of the Illinois Department of Transportation Safety Code and for cooperating with the department's Employee Safety Program so that operations can be done in a manner which insures the safety of himself/herself, fellow workers, and the public.

The performance of this position can be measured by the accuracy and timeliness of data inventories, traffic studies and forecasts, special studies, and the cooperative relations maintained with elected officials, private developers, planning commissions, city and county engineers, and the public, in helping the district to accomplish its objectives.

Principal Accountabilities

1. Ensures the eligibility of the Champaign-Urbana, Danville Area, and Bloomington-Normal urbanized areas for all federal transportation funding, and promotes cooperative working relations with planning commissions, elected officials, and other governmental agencies.
2. Provides training, direction, motivation, and evaluation of subordinate personnel, and assures coordination of the activities of the units within the district Systems and Planning Services unit to produce accurate and efficient work.
3. Provides complete and accurate traffic needs, and sufficiency studies, and provides data for local agencies conducting traffic-congestion management studies, site impact studies, and any other special planning and data studies as required.
4. Ensures accuracy of the Illinois Roadway Information System, Highway Performance Management System (HPMS), Condition Rating Survey (CRS), and continuous traffic data; ensures accurate and up-to-date and traffic database computer systems.
5. Advises management on the technical aspects of the database functions, planning, and traffic studies.
6. Serves as district bicycle and pedestrian coordinator.
7. Serves on the traffic signal committee.
8. Develops the budget and performs inventory for district Bureau of Program Development.
9. Ensures compliance with departmental safety rules.
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
11. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience:
 - Completion of two years of college in civil engineering technology, pre-engineering or a job related technical/science curriculum PLUS six years of engineering experience; OR
 - Eight years of engineering experience
- Valid drivers' license
- District-wide travel

Position Desirables

- Supervisory experience
- Ability to supervise a staff engaged in either field or office engineering functions
- Ability to assimilate engineering data into comprehensive technical reports
- Ability to develop and maintain cooperative relationships with departmental staff, external contacts, and the public
- Good oral and/or written communication skills

Work Hours: 8:00 A.M. - 4:30 P.M. Monday-Friday

Work Location: 13473 Il Highway 133 Paris, IL 61944-6731

Office: Office of Highways Project Implementation/Region 3/District 5/Program Development

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; Administration/Management; Sciences and Natural Resources

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the Internal Candidate Application Job Aid

Non-State employees: on Illinois.jobs2web.com – click “Application Procedures” in the footer of every page of the website.

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com